

Title: Bookkeeping/Business Information

Department: SVRA Association Business

Reports to: General Manager

Typical Work Week: 40 hours – This is a full-time/year round position. Typical hours are Monday – Friday with occasional weekend and extended hours as necessary and/or required.

Position Summary

This position is responsible for establishing and maintaining a high level of customer service, ensuring consistent and accurate procedures for the computing, classifying and recording of all financial transactions.

This position is also responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. This position also maintains office records and assists the general manager.

This employee should take pride in their personal appearance and must demonstrate integrity and honesty in all aspects of their employment.

Essential Duties and Responsibilities

- Ensure that customers receive outstanding service by providing a friendly environment, greeting and acknowledging each customer, demonstrating solid product knowledge, assisting customers with inquiries and promptly resolving customer inquiries & complaints.
- Process and administer payroll in an accurate and timely manner.
- File taxes in an accurate and timely manner so that all requirements are met while avoiding overpayment and/or penalties.
- Communicate with co-workers, members, Board of Directors and others in a courteous and professional manner.
- Prepare monthly financial reports.
- Reconcile & maintain balance sheet accounts.
- Prepare journal entries.
- Prepare year end closings.
- Administer accounts receivable and accounts payable.
- Assist in preparing budgets.
- Account/bank reconciliations.
- Assist with preparation and coordination of the audit process.
- Manage inventory for all SVRA Business and reconciliation of appropriate inventories to avoid loss.
- Define procedures for record retention, ensuring the protection and security of files and records.
- Assist the General Manger as directed.

Qualifications/Requirements

- Strong interpersonal skills demonstrated in a customer service environment.
- Experience in demonstrating attention to detail and accuracy and thoroughness.
- Strong planning and organizational skills.
- Strong knowledge and experience with Microsoft Office (including but not limited to: Word, Excel, Outlook, and PowerPoint).
- In depth knowledge and experience with QuickBooks accounting software.
- Demonstrated experience of ethical conduct.
- Demonstrated ability in maintaining confidentiality.

Essential Physical Requirements

- Ability to process information and merchandise through computer system and POS register system.
- Ability to effectively communicate with members, co-workers, Board members and others.
- Ability to count money and accurately complete all documentation.
- Ability to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.